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10 June 1974

MEMORANDUM FOR THE RECORD

SUBJECT: COMCON Lateral Transfer Information (LTI) Report Requirement

25X1 1. A meeting on subject requirement was held between OC and OJCS personnel on 7 June 1974 in the OC Conference Room. The purpose of the meeting was to iron out the details of accommodating the requirement under COMCON including necessary programming, input and maintenance, and to establish formatting and output parameters. OJCS was represented by [redacted] and the undersigned represented OC.

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2. It was determined that the LTI requirement is for provision of:

a. General information which is needed by all OC personnel who are being laterally transferred between OC overseas stations.

b. Specific information on the new station of assignment.

c. Information keyed to the circumstances of the individual (HHE shipping allowances, storage instructions, schooling, etc.).

3. The method of providing LTI information was reviewed. The present method is that the post related information is maintained in eight looseleaf notebooks and is updated manually as new information is received. Information from these notebooks is manually extracted and drafted to LTI forms. The forms are then typed and the finished product is sent to the individual being transferred for his information and to the gaining Field Station for correction or updating if required. The volume is approximately 600 completed LTI's per year.

4. Sample output (LTI) sheets and proposed output formats were then reviewed. It was noted that to be easily understandable and meaningful to the employee the information has to be mostly in narrative form. The amount of post-dependent specific

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information varied from entries of a few words to multiple line entries in the same fields. The general information pertaining to all personnel who are being laterally transferred between overseas OC posts is currently pre-printed on standardized forms. These forms provide spaces for entering the post-dependent specific information. During discussion of the detailed requirement it was determined that use of EDP would not be the best or most efficient approach to satisfying the requirement. It was agreed that OC would explore other means of meeting this essentially word-processing requirement. The IBM magnetic card selectric typewriter was mentioned as a good possibility.

5. The OC representatives withdrew the lateral transfer information (LTI) from the OC COMCON requirements.

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ADP Systems Administrator

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